

# Willard PTG Board Meeting

## March 15, 2010 Minutes

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In attendance: Kate Olney, Tina Labadini, Pat Fernandes, Christine Evans, Charlyn Bethell, Jennifer Waldron, Alex Kuchar, Debbie Osofsky, Kathi O'Neil, Kim Patenaude, Kim Piculell, Pam Reed, Aimee Cupp

February Meeting minutes approved via e-mail.

Welcome (Cupp/Olney)

Principal Report (Fernandes)

- A request has been received from the 375<sup>th</sup> Concord Birthday Celebration Committee asking for Willard's participation in the parade they are planning. In a previous celebration, Willard made a float. The question for us is in what way should Willard participate. The date is Saturday, Sept. 11, 2010. The general feeling is that teachers will likely be willing to participate in the parade as would families. Everyone agreed it was important to get more information and to find out what the other elementary schools were doing. Potential themes could be Green School or Willard through the Generations
- Family Math Night seemed to go very well this past Friday night, Mar.12.
- Talent Show is this Friday, Mar. 19. Participation is up 20%,
- MCAS is beginning next week with ELA with additional testing dates in May.
- Kindergarten registration is April 27 (1 p.m. and 2 p.m.) and April 29 (1 p.m.). Estimated class size (as of the time of this PTG Board meeting) is approximately 65 with 5 additional METCO students and potential for children of faculty
- Spring Conferences are to be held April 8
- Science Fair is upcoming as well in April
- Punch list continues to be worked through. Progress is being made. There have been some minor leaks due to the rain which are being addressed.

Carnival Update (Labadini)

- The Willard Carnival is Sunday, June 6.
- Carnival leadership is very strong this year with four people heading the team— Tina Labadini, Becky Lopresti, Connie Benn, and Tracy McIntyre. A kick off meeting was held at the end of February for the Carnival crew. All committees are well staffed. Because we are in the new building, new Carnival maps need to be created for how the Carnival will be staged--outside, inside, or 50/50. Connie Benn will be creating these maps and then submitting them for feedback to the school and Carnival co-chairs.
- Tim Seston will be the entertainer for the day. DJ will still be there for the dancing.

- Silent Auction is a key element of the Carnival. It is the one piece where we are missing a chairperson and ideally there would be two co-chairs. The committee itself has eight people. Kim Piculell offered to step up. Thank you, Kim! All Carnival committee members are committed to helping out as well in terms of soliciting items.
- Confirmation was given that flyers advertising various aspects of the Carnival and/or requesting auction items can be put in backpacks and the Willard Weekly.
- PTG Board members are asked to provide baked goods the day of the Carnival. Quantity is to be determined.
- PTG Board members are also asked to volunteer for 2 hrs of set up or clean up and 2 hours of working the Carnival. Board members are reminded not to sign up for a shift in their children's classrooms.
- The idea of having a wristband for the day is still one to look into, but how families would respond to being asked for such a large amount up front for the wristband is questionable. More thinking and energy can be put into researching this next year.
- Request was made to look into how to reduce the ticket sale lines near the food and the food lines themselves. Possibly have two of each.

#### Treasury Report (O'Neil)

- All is as expected with expenses to date.
- Geography Quest expenses have come in.
- Science Fair expenses, Mad Science, have come in
- Spelling Bee expenses have come in.
- Grant from the Concord Cultural Council came in for \$700 for the METCO Losst Unnown event. This grant reimburses the PTG for a portion of the event's cost.
- Taxes are being filed and should be up to date.
- A few more appeal donations have come in.
- There is still a negative balance on Willard Wear apparel. Recommendation that they sell at upcoming PTG events.
- Talent Show pre-door sales money is way down. Extra step of downloading form may have led to folks not purchasing tickets in advance. All information is on the website. Extra e-mail blast would be helpful.

#### Fundraising (Kuchar/Mueller/Reed)

- 42% or 43% of families have participated this year. This rate is similar to previous year. Total of donations, however, is less than last year by approximately \$2000. Suggestion was made to put the link to PayPal directly in the e-mail blasts that we send next year.

#### Communications (Evans/Waldron)

- Advertising submissions—Community requests are coming in (e.g. having a tag sale, nanny offer, tutor offer, etc.) and it is unclear which items should be allowed space in the Willard Weekly, which could go on a community bulletin board, and/or which should not be promoted at Willard. General policy for Willard

Weekly is that we include groups that are targeting the children of Willard and their families and are non-profit organizations.

- Difficulty is that there are many gray areas, so in many ways it is easier to say no to all requests. Policy from the District is vague. We could also include items approved for backpack flyers plus town sports as a general rule of thumb. General consensus is that there needs to be more discussion. Christine will make a list of what has been included thus far to help us differentiate..

#### President Report (Cupp/Olney)

- Picnic Tables for shade area— It is estimated that four tables will fit under the structure. Consultant for the playground is making suggestions as to vendors. We could designate the Spare Change proceeds to the picnic tables. We'll take a vote on this next month once we have better pricing.
- Cell phone #s in the Willard Directory—Many people would like to include them. Pat will determine what the District's policy is. If we do end up including them, we need to figure out a process for determining how families list one or more numbers.
- Filling Board Positions for '10-'11—We need to start figuring out who will be staying on and who is leaving. A general request that is put out to all of the Willard community is an important thing to do to promote new participation.

#### Additional Items for Discussion—

- Social Committee requests the names of all individuals who have volunteered this year in anticipation of sending out invitations for year end volunteer appreciation party. Debbie offered to host. Date in June TBD.

**Next meeting is Monday, April 12, 2010**